

Statewide Announcement is made of the following Active Guard Reserve (AGR) Position in the Nevada Army National Guard

Announcement Number:	14-034
Date of announcement:	12 March 2014
Closing Date:	3 April 2014 (All applications must be received before 1600 on the closing date)
Start Date No Later Than:	N/A
Position Description & #:	Senior Recruiting Officer
Duty Location:	Carson City or Las Vegas, Nevada. Location will be dependent upon mission requirements.
Unit/UIC/Para/ Line Number:	Recruiting and Retention Detachment
Area of Consideration:	Statewide*; Current members of the Nevada Army National Guard
Grade:	O3/CPT
Branch:	01A
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	3 years
Human Resources Point of Contact:	1SG Anderson at (775) 887-7391/DSN 530-7391 troy.h.anderson.mil@mail.mil
Unit Point of Contact:	MAJ Lau at (775) 884-8430 / DSN 530-8430 randy.i.lau.mil@mail.mil
NOTE: *Statewide means: Only current members of the Nevada Army National Guard AGRs, Active Duty or Traditional Soldiers (M Day) may apply.	

14-034

HOW TO APPLY:

**INTERESTED APPLICANTS MUST FORWARD THIS CHECKLIST
WITH THE FOLLOWING DOCUMENTATION IN ORDER, NO
BINDERS OR STAPLES PLEASE!**

1. Initial NGB Form 34-1, dated 20131111, must be complete with signature (Available on NGB Forms) http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm .
2. Initial Physical:
 - Current MEDPROS printout within 30 days of application (Available on AKO) <https://apps.mods.army.mil/MEDPROS/MyMedicalReadiness/default.aspx> (select IMR record). Used for verification of PHA completion within 1 year from application date and verification of HIV testing within 2 years from application date. Selected applicant will have to fill out a DD FORM 2870, AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION before start date.
 - Medical documents which indicates a Permanent Profile higher than a “1” in any of the PULHES fields of the physical (if applicable). Medical documents for any Temporary Profiles.
3. Initial Memorandum through unit Commander or authorized representative stating height/weight. Memorandum must be within 30 days of closing date and applicant must be compliance with Army Standards IAW AR 600-9.
4. Initial Photograph:
 - Official Military Photo in Class A, Army Service Uniform. Photo in Army Combat Uniform accepted if Service member does not have dress uniform. If not available submit memo to President of the Board explaining why you do not have a dress uniform photo (if applicable).
5. Initial Last five OERs. Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of OERs (may apply to newly appointed commissioned officers).
6. Initial Validated copy of ORB
7. Initial Copy of DA Form 705 (APFT) for past three years.
 - **Must have successfully completed and passed most recent APFT within 12 months.** Ensure DA Form 705 states, “FOR RECORD GO”. Submit memo to President of the Board explaining why you do not have three years of APFT records (if applicable).
8. Initial Retirement Points History Statement (RPAS).
9. Initial Personnel Qualification Record (PQR).
10. Initial Current security clearance, memo from security manager- must have NACLC Secret or be

eligible to obtain Secret.

11. Initial Any supporting documentation to reflect experience, training for the advertised position to include letters of recommendation from Chain of Command or civilian degrees.
12. Initial All DD Form 214 (s), DD Form 215 (s) and NGB Form 22 (s) covering any active duty period **(copy must include bottom portion that identifies SPD Code). DD 214 SERVICE -4 will have SPD Code.**
13. Initial Copy of documentation showing military education completed for: MOS, NCOES and OES (Office Educations System) (i.e. 1059's).
14. Initial **Applicants email address:**_____ You will be contacted by email or phone for interviews.

Applications without all required supporting documents will be returned without consideration. Applications received after 1600 on the closing date will not be considered and will not be returned.

US Government postage and envelopes may not be used for submitting applications. Qualified applicants will be contacted for interviews. The Board President or Human Resource Office will contact all applicants to notify them of recommendation or non-recommendation either by phone or by memorandum. If there are three or less applicants a formal board may not be held.

Submit applications to:
**Nevada Military Department,
ATTN: HRO AGR Branch NGNV-HR-AG,
2460 Fairview Drive, Carson City Nevada 89701-5502.**

All applications must be received before 1600 on the closing date of this announcement. If applying for multiple job announcements you must fill out a complete packet for each announcement.

PRIMARY DUTIES AND RESPONSIBILITIES:

Major duties:

Serves as the principal recruiter for the procurement of qualified personnel to fill Basic Branch Officer and Specialty Branch Officer positions authorized within the force structure of the ARNG. The incumbent must maintain extensive contacts and coordination with organizations civic, business, educational, government. In order to identify qualified applicants for appointment. Responsible for the accomplishment of operational actions related to Officer/AMEDD recruiting and retention programs.

- Coordinates with the MILPO, Officer Personnel Managers, and Commanders to develop officer procurement, retention, and attrition priorities.
- Develops annual officer procurement and retention plans.
- Assists State Military Academies with the development of an effective OCS recruiting program.
- Establish liaison with State ROTC programs. Develops recruiting and retention programs and materials to increase the number of ROTC graduate/candidates that join the ARNG. Facilitates placement of ROTC graduate/candidates that join the ARNG. Facilitates placement of the ROTC graduates and SMPs in the ARNG.
- Develops and executes recruiting programs for civilians qualified for appointment as JAGs and Chaplains.

- In coordination with the Marketing NCO, establishes liaison with radio, television, and print media to advertise the features and benefits of ARNG membership for medical specialties.
- Participates in medical conventions, meetings, conferences and is an active participant in professional organizations.
- Procures, distributes and displays AMEDD recruiting publicity materials.
- Maintains close liaison with the AMEDD Recruiting Officer of the Recruiting and Retention Division, NGB.
- Counsels applicants who are disqualified for appointment into the ARNG.
- Serves as The Adjutants General point-of-contact on AMEDD recruiting matters.
- Maintains and provides statistical data on AMEDD recruiting as required or requested.
- Must possess in-depth knowledge of AMEDD.

MOS QUALIFICATION REQUIREMENTS:

01A / Branch Immaterial

ADDITIONAL REQUIREMENTS:

- MILITARY EDUCATION: Commensurate with grade requirements.
- CIVILIAN EDUCATION: Commensurate with grade requirements.
- Knowledge of the organization and mission of the Army National Guard.
- Excellent public speaking and writing ability.
- Background in sales and sales management is desirable.

MINIMUM ELIGIBILITY CRITERIA:

Individuals who have been involuntarily separated from the AGR program or Full Time National Guard Duty are not eligible to reenter the program. Must meet medical standards prescribed by AR 40-501 chapter 3. You will be required to complete a physical exam if you do not have a current one within the last two years. Must not be under a current suspension of favorable personnel actions. Applicants who voluntarily separate from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation without an NGB approved waiver. Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities. Applicants who are over grade may apply, but must indicate in writing a willingness to be administratively reduced in grade when assigned to the position. Members must remain in the position in which initially assigned for a minimum of 18 months. The initial tour length is three years. Failure to become MOSQ within the specified period is grounds for mandatory involuntary separation from the AGR program. Applicants must meet the physical demands rating and qualifications for award of MOS in accordance with AR 611-21 and NGR 600-200. Must meet Army Physical Fitness standards and height and weight standards as prescribed by AR 350-1 and AR 600-9. Must have sufficient time remaining (ETS) (MRD) to permit completion of tour of duty. Subsequent tour(s) will be based on authorized force structure in effect. PCS funds have been authorized if in the best interest of the government. See AR 135-18, 1 Nov 2004, Table 2-1, Qualifications for entry in the AGR Program for eligibility requirements.

THE NEVADA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units some positions may have gender restrictions.